

UNITED STATES DISTRICT COURT

for the

_____ District of _____

SUBPOENA TO TESTIFY BEFORE A GRAND JURY

To:

YOU ARE COMMANDED to appear in this United States district court at the time, date, and place shown below to testify before the court's grand jury. When you arrive, you must remain at the court until the judge or a court officer allows you to leave.

Place:	Date and Time:
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You must also bring with you the following documents, electronically stored information, or objects (*blank if not applicable*):

Date: _____

CLERK OF COURT



Signature of Clerk or Deputy Clerk

The name, address, e-mail, and telephone number of the United States attorney, or assistant United States attorney, who requests this subpoena, are:

PROOF OF SERVICE

This subpoena for *(name of individual or organization)* _____
was received by me on *(date)* _____ .

☐ I served the subpoena by delivering a copy to the named person as follows: _____

_____ on *(date)* _____ ; or

☐ I returned the subpoena unexecuted because: _____
_____ .

I declare under penalty of perjury that this information is true.

Date: _____

Server's signature

Printed name and title

Server's address

Additional information regarding attempted service, etc:

**CERTIFICATE OF AUTHENTICITY
OF BUSINESS RECORDS**
(Pursuant to Federal Rules of Evidence 803(6) and 902(11))

I, _____, am employed by/associated with
(Please print)

_____. My official title is _____.
(organization) (Please print)

By reason of my position I am familiar with how _____
(organization)

maintains records relating to its regularly conducted business activity, and I am authorized and qualified to make this declaration.

I further certify that the attached records are originals or true copies of records which:

- (A) Were made at or near the time of the occurrence of the matters set forth in the records by a person with knowledge of those matters, or from information transmitted by a person with knowledge of those matters;
- (B) Were kept in the course of regularly conducted business activity;
- (C) Were made by the said business activity as a regular practice; and
- (D) If not original records, are duplicates of original records.

I declare under penalty of criminal punishment for perjury and false statement that the foregoing is true and correct.

Executed on _____
Date

Signature

Printed Name



U.S. Department of Justice

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District of Maine*

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INFORMATION REGARDING SUBPOENA TO PRODUCE RECORDS

ENCLOSED IS A SUBPOENA TO TESTIFY AND PRODUCE RECORDS BEFORE A GRAND JURY OF THE DISTRICT OF MAINE. YOU HAVE AN ABSOLUTE RIGHT TO PERSONALLY APPEAR BEFORE THE GRAND JURY AND TO RETURN THE RECORDS CALLED FOR IN PERSON. IF YOU WISH TO PERSONALLY APPEAR, PLEASE CONTACT THE ASSISTANT U.S. ATTORNEY WHOSE NAME APPEARS IN THE LOWER LEFT-HAND CORNER OF THE SUBPOENA. INSTEAD OF PERSONALLY APPEARING, YOU MAY, IF YOU WISH, RETURN THE RECORDS CALLED FOR BY THE METHOD(S) CHECKED BELOW:

Turning over such records to the agent serving this subpoena.

By causing the delivery (by mail or other means) of the records to the assistant U.S. attorney whose name appears in the lower left-hand corner of the subpoena.

PLEASE ALSO BE ADVISED AS FOLLOWS (ONLY CHECKED ITEM(S) APPLY):

As a recipient of a grand jury subpoena for financial institution records, you should be aware of civil and criminal penalties for making certain disclosures regarding this subpoena. The prohibited notifications and applicable penalties are stated in 12 U.S.C. § 3420(b)(1) and 18 U.S.C. § 1510(b). The criminal penalties include fines and a maximum prison term of five years if an officer of a financial institution, as defined in 18 U.S.C. § 1510(b) notifies, directly or indirectly, any person regarding the existence or contents of this subpoena with the intent to obstruct a judicial proceeding. In addition, fines and a maximum prison term of one year may be imposed if the notification is made, directly or indirectly, to a customer of the financial institution whose records are sought by the subpoena or to any other person named in the subpoena. Civil monetary penalties may also be imposed.

This subpoena relates to the investigation of a federal felony offense. The disclosure of the existence of such subpoena may impede or impair such investigation. It is requested that you not disclose the existence of this subpoena other than as may be necessary in order to effect compliance or as required by law.